

**CITY of PORTLAND, MAINE  
Request for Proposals**

**Program Refinement and Schematic Design for the  
Re-Development of the  
Amethyst Lot  
Thames Street, Portland Maine**

**Portland Economic Development Department**

Sealed responses to provide design services for the redevelopment of the so-called Amethyst Lot on Thames Street, Portland, Maine, will be received by the Purchasing Office, City Hall, Room 103, 389 Congress Street, Portland, Maine 04101 until **3:00 p.m., Thursday, October 13, 2016**, at which time they will be publicly opened.

Responses shall be submitted in envelopes plainly marked on the outside with the RFP's title and number. No late, faxed, or electronic responses shall be accepted.

Responses from teams not registered with the Purchasing Office may be rejected; receipt of this document directly from the City of Portland indicates registration. Should an interested party receive this Request from a source other than the City, please contact 207-874-8654 to ensure that your firm is listed as a vendor for this RFP.

**QUESTIONS**

All questions shall be made in writing only, can be hand delivered, mailed to the Purchasing Office, faxed to 207-874-8652 or e-mailed to [jrl@portlandmaine.gov](mailto:jrl@portlandmaine.gov), being received no later than Wednesday, October 5, 2016. A written response, if provided, will be in the form of an Addendum. Corrections or changes to this document will be made only by written addendum; any oral explanation or interpretation shall not be binding.

**GENERAL INFORMATION**

The City requests proposals from competent design services firms or teams of firms with experience with marine facility design and urban open space design. The City seeks to develop schematic designs and estimate costs for new facilities supporting redevelopment of the study area that implement existing policies and goals for the site as articulated in the attached Program Statement for the Amethyst Lot and other information contained herein.

The site is currently a combination of City owned lands and associated submerged lands located in the Eastern Waterfront redevelopment district. The study area contains approximately 3 acres of uplands and 10 acres of associated submerged lands within the Fore River at the mouth of Portland Harbor. Immediate abutting uses include the Ocean

Gateway marine passenger terminal to the west, a State of Maine rail/trail right of way to the north, and the Portland Company complex to the east.

The City Council has approved \$80,000 within the 2016 budget to support planning and design services for the Amethyst Lot process.

City staff has additionally undertaken a process to define the general design program for the space. The attached Program Statement establishes goals for the site, the categories of use(ers,) and outlines example design features that may be employed. Responding teams can also look to the Eastern Waterfront Master Plan and Design Guidelines (<http://www.portlandmaine.gov/562/Comprehensive-Plan>) for additional background and information.

## **DESIGN CHARGE**

The selected Design Team will be charged to work with a Staff Workgroup and appropriate stakeholders to build from the Program Statement to:

- prioritize uses;
- establish the general design direction for the site;
- identify space allocation requirements for prioritized uses;
- develop alternative design concepts for evaluation and selection;
- develop planning level budget for the selected preferred alternative - for both construction document preparation and project completion;
- illustrate the preferred alternative to a schematic design level, including visualization renderings;
- identify funding strategies and sources for completing and maintaining the project; and
- document the process with a web compatible and hard copy publishable report of process.

**NOTE:** The City reserves the right, at its sole discretion, to extend the contract with the selected firm to include design development of the preferred alternative schematic design to a level suitable for regulatory permitting with all applicable agencies. Hourly rates for such work are expected to be reasonably consistent with rates quoted for schematic design for comparable skills and tasks.

## **SUBMISSION AND SELECTION**

This RFP does not require detailed architectural drawings or concept designs; however, responding firms should provide recent examples of comparable work for consideration.

All firms are expected to adhere to the timeframe for deliverables outlined in the attached draft project work plan. This work plan suggests possible steps to complete the process, but submitting firms are encouraged to propose alternative or amended work plans for

consideration. If suggested, alternative work plan approaches should be described in the design approach and process narrative submission.

The City will select a design firm based on the relative strength of (1) the technical capabilities and experience of the submitting firm and supporting subcontractors, and (2) the design approach and process narrative.

## GENERAL INFORMATION

**Location:** Thames Street, Portland, Maine

**Current use:** Vacant parking lot, community boating and sail training, open space subject to VRAP restrictions on portions of the site, water sheet occupied by piling field remnants of historic Grand Trunk Piers.

Proposed use: See attached draft **Program Statement**

## PROCESS OUTLINE

1. Submissions will be reviewed for completeness.
2. City Staff and a RFP Review Committee will review and score the submissions from responding Design Teams. Interviews with responding teams may be scheduled at the discretion of the City if needed to assist with scoring. Respondents should be prepared to attend interviews if requested with sufficient representation to answer questions on submitted material. Remote interviews for out of state teams will be considered at the City's sole discretion.
3. The City shall select the highest scoring respondent team with which to negotiate a contract for design services.

## CRITERIA

The City will apply the following criteria to select a Design Team:

<b>The submitted design approach and process narratives</b>	<b>60 points</b>
<b>Technical capabilities and experience of the submitting firm and supporting subcontractors</b>	<b>40 points</b>

## SUBMISSION INFORMATION

1. Project Approach Narrative – Provide a description of your team's design philosophy and approach as applied to the study area and attached program statement. Include references to recent examples of work that illustrate how the proposed design approach may be applied to the subject site and anticipated uses.

2. Process Work Plan and Timeline – Using the attached work plan as a point of departure; describe proposed steps to complete the design process and deliverables.
3. A complete description of the structure of your team and subcontractors, including administration and project management team as well tasks, level of effort, and qualifications and technical capabilities for key personnel.
4. A list of current projects, with a brief description of type, and expected completion dates.
5. A list of projects of comparable size and complexity that your team has completed in the past five years. Provide photos, demonstrative drawings, project budgets, and other relevant particulars.
6. A list of not less than four recent (within the past five years) client references for similar size or complexity of project, complete with names and contact information (phone and email ideally), and date of project completion.
7. Cost proposal - Include detailed information on the proposed fee structure for the scope of services as outlined, including all staff fees, charges, expenses, etc. that are proposed to be included.
8. Eight (8) copies, with the original so marked, of each submittal along with a single digital copy submitted on a thumb drive.

### **Reservation of Rights**

The City reserves the right to waive any informalities in proposals, to accept any proposal, submission, or portions thereof (Respondents are advised to note this and quote accordingly) and to reject any or all responses should it be deemed for the best interest of the City to do so. The City reserves the right to substantiate the Respondents' qualifications, capability to perform, availability, past performance record and to verify that the Respondent is current in its obligations to the City, as follows: The successful Respondent shall agree to defend, indemnify and save the City harmless from all losses, costs or damages caused by its acts or those of its agents, and, before signing the contract, will produce evidence satisfactory to the City's Corporation Counsel of coverage for General Public and Automobile Liability insurance in amounts not less than \$400,000 per person, for bodily injury, death and property damage, protecting the contractor and the City, and naming the City as an additional insured from such claims, and shall also procure Workers' Compensation insurance.

All materials and equipment used as well as all methods of construction and/or demolition shall comply at a minimum with any and all Federal, OSHA, State and/or local codes, including applicable municipal ordinances and regulations.

**Equal Employment Opportunities.** Vendor shall comply fully with the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998, as amended (WIA, 29 CFR part 37); the Nontraditional Employment for Women Act of 1991; title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 37.

Pursuant to City procurement policy and ordinance, the City is unable to contract with businesses or individuals who are delinquent in their financial obligations to the City. These obligations may include but are not limited to real estate and personal property taxes and sewer user fees. Proposers who are delinquent in their financial obligations to the City must do one of the following: bring the obligation current, negotiate a payment plan with the City's Treasury office, or agree to an offset which shall be established by the contract which shall be issued to the successful bidder.

It is the custom of the City of Portland, Maine to pay its bills 30 days following equipment delivery and acceptance, and following the receipt of correct invoices for all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts; both trade and time allowed in accordance with this payment policy and quote a net price. The City is exempt from the State's sales and use tax as well as all Federal excise taxes.

September 15, 2016

Matthew F. Fitzgerald  
Purchasing Manager

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Thames Street, Portland Maine**

**Portland Economic Development Department**

**\*\* THIS SHEET MUST BE INCLUDED IN YOUR PROPOSAL \*\***

The undersigned hereby declares that he/she or they are the only person(s), firm or corporation interested in this proposal as principal, that it is made without any connection with any other person(s), firm or corporation submitting a proposal for the same, and that no person acting for or employed by the City of Portland is directly or indirectly interested in this proposal or in any anticipated profits which may be derived there from.

The undersigned hereby declares that they have read and understand all conditions as outlined in this Request for Proposals, and that the proposal is made in accordance with the same.

The bidder acknowledges the receipt of Addenda numbered: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME & TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

TYPE OF ORGANIZATION - PARTNERSHIP, CORPORATION, INDIVIDUAL, OTHER:  
\_\_\_\_\_

STATE OF INCORPORATION, IF APPLICABLE: \_\_\_\_\_

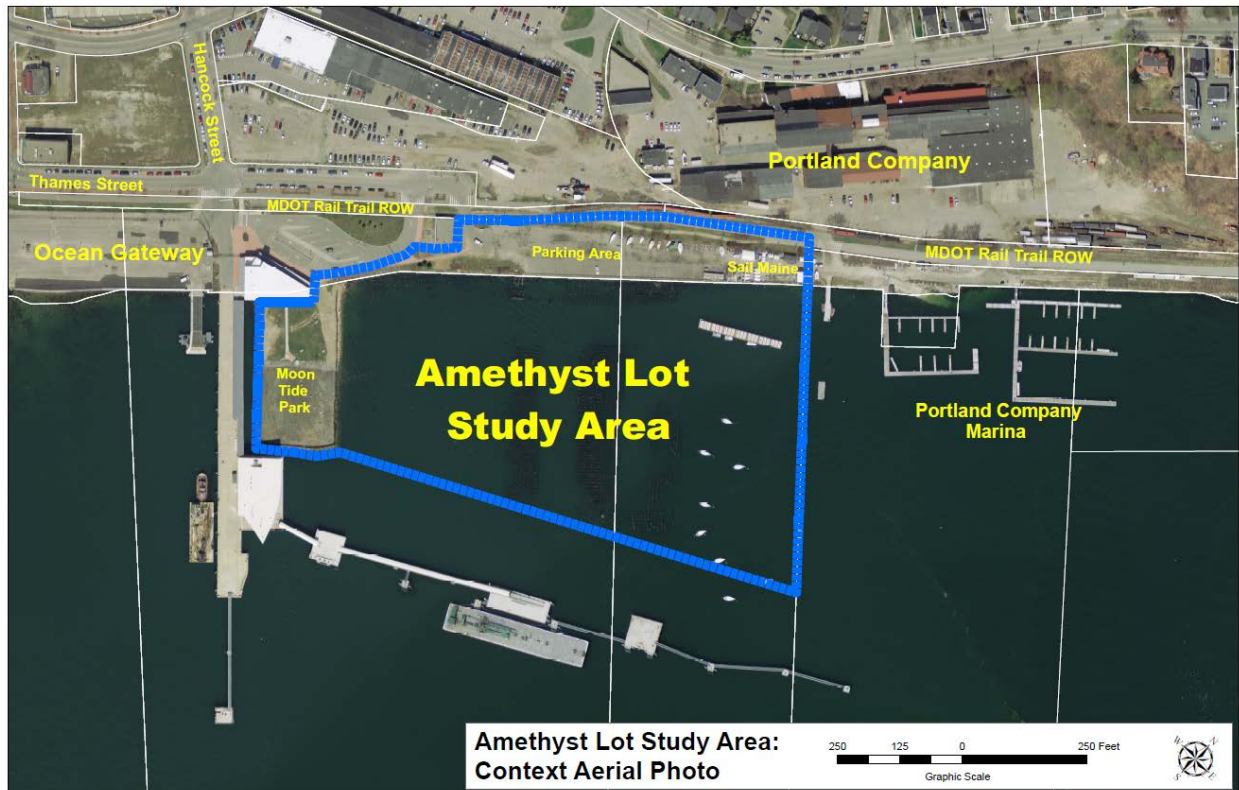
FEDERAL TAX IDENTIFICATION NUMBER (Required): \_\_\_\_\_

*NOTE: Proposals must bear the handwritten signature of a duly authorized member or employee of the organization submitting a proposal.*

# Amethyst Lot Program Statement, RFP Draft

September 7, 2016

## Study Area:



## Goals:

- The Amethyst Lot will provide the City of Portland a signature amenity that functionally, visually, and symbolically connects people with Portland's maritime heritage and future.
- The Amethyst Lot will provide Portland citizens and visitors a publically accessible place to interact year round with the water at user-directed intensities – from quiet contemplation to performance competition – from toes in the water to maritime adventure – from a memorial service to commercial enterprise.
- The Amethyst Lot will provide an open door and a front porch on the world class resource of Casco Bay.
- The Amethyst Lot will add value to its neighbors, the Eastern Prom Trail, Moon Tide Park, public infrastructure, multi modal transportation, and integrated public and private developments.
- The Amethyst Lot will provide opportunities for play for children and adults of all ages.

- The Amethyst Lot will anticipate and accommodate sea level rise and intense storm threats through resilient and responsible design.
- The Amethyst Lot will improve water quality and the environment of Portland Harbor by helping to reduce combined sewer overflows.
- The Amethyst Lot will provide a permanent home for community boating users.
- The Amethyst Lot will have a better name.

### **Minimum Development Program for the Amethyst Lot:**

- Public landing and transient vessel berthing.
- Open space and trail enhancements that are fully accessible by pedestrians and bicyclists.
- Trail system continuity serving both access to the site and thru-site commuter users.
- Permanent facilities for community boating, including Sail Maine.
- Public views to and from the water using low-scale, dispersed structures/landscape design elements where needed.
- Opportunities for passive enjoyment of the water.
- Access to the intertidal zone.
- Storm water treatment for on-site impervious surfaces.
- Short-term and long-term plan for remnant piling fields from the Grand Trunk grain piers.

### **Potential Additional Program Elements**

- Commercial berthing for home-port charter and water taxi services.
- Public fishing amenities, where safe and appropriate
- Signature Feature –functional and/or artistic statement symbolizing the site and the city; could take the form of design feature, a particular use, public art installation, etc.
- Storm water management for off-site impervious surfaces

### **Examples of Design Features to achieve the *Goals* and implement the *Development Program* described above:**

*Note: It is not anticipated or advised that all of the example features listed are developed within the Study Area. The design consultant will work with the Staff Work Group, Stakeholders, and the Public to choose features from this list, or others features, which will best meet the goals for the site and implement the development program.*



- Tide pool playground
- Public art
- Fountains and play features (hills, mounds, boulders, splash pads, etc.)
- Seating for multiple uses in a variety of conditions
- Living shoreline/beach construction
- New fixed piers and re-use of existing pilings and historic pier areas
- Floating docks
- Reasonably scaled and sensitively sited structures supporting on-site program (potentially on land, docks, or floats)
- Small on-land structures supporting on-site program
- Green infrastructure highlighting interaction between water and land
- Storm drain outfall on the site which will allow the city to provide separated storm drain service to the Munjoy Hill/Fore Street Watershed
- Pathways (internal, at water's edge, or extending over the water) augmenting the Eastern Prom Trail
- Shared facilities that accommodate multiple compatible uses
- Lawns and/or hills
- Picnic areas
- Steps, ramps, seats at/to the water's edge
- Info signs/wayfinding
- Short-term parking and *pick up-drop off* serving on-site uses
- Public rest rooms, changing rooms
- Launch and haul capabilities for on-site community boating tenants

# Amethyst Lot Redevelopment Work Plan: RFP DRAFT, 9-7-16

- Phase I Preferred Alternative Development and Selection
- Phase II Schematic Design and Estimates
- Phase III Permitting, Construction Documents, and Funding
- Phase IV Bidding and Construction

Phase I Preferred Alternative Development and Selection			
Task	Participants	Notes	Dates
<b>Convene Workgroup (WG)</b> Red indicates Public Meeting	<u><b>City Staff</b></u> <i>Economic Development:</i> Bill Needelman, Project Manager <i>Planning:</i> Caitlin Cameron Christine Grimando <i>Parks:</i> Sally Deluca, Ethan Hipple <i>Facilities:</i> Kathy Alves or rep <i>Public Works:</i> As assigned (Engineering or WR)	City staff  Purpose of the Workgroup is to <i>recommend to the City manager programmatic and design elements for Redevelopment of the Amethyst Lot</i>	Complete
<b>Stakeholder Group (SHG)</b>  Contact and confirm Participation	<u><b>Community Representatives</b></u> <i>District 1 Councilor</i> <i>Parks Commission:</i> Dory Waxman <i>Planning Board:</i> Maggie Stanley <i>Sail Maine:</i> Cyrus Hagge <i>Portland Trails:</i> Ex. Dir or rep <i>Maine Narrow Gauge Railroad:</i> Ex. Dir or rep <i>CBP2, Portland Company</i> Kevin Costello <i>Portland Society for Architecture</i> Jesse Patkus <i>MDOT, (R. Elder invited)</i>	Directly impacted outside representatives.  The Stakeholders will actively contribute in SHG meetings, participate in the Public Forum, review and comments on draft documents, and assist with the presentation of results at the conclusion of the process.	Complete
<b>WG Introductory Meeting</b>	WG	<ul style="list-style-type: none"> <li>• Introduce participants to the process</li> <li>• Present background</li> <li>• Collect initial input on program</li> <li>• 1<sup>st</sup> Draft Program Statement</li> </ul>	August 4, 2016 Complete
<b>SHG Introductory Meeting</b>	SHG, WG as available	<ul style="list-style-type: none"> <li>• Introduce participants to the process</li> <li>• Present background</li> <li>• Present and finalize Program Statement</li> </ul>	August 18, 2016. Complete
<b>EDC Check In</b>	All Participants	<ul style="list-style-type: none"> <li>• Present Program Statement</li> </ul>	August 23,

			2016 Complete
<b>Draft RFP/Q</b>	WG, Purchasing	<ul style="list-style-type: none"> <li>Decide as group on process – RFP vs PRO</li> </ul>	Early Sept 2016 In review
<b>Final Draft RFP/Q</b>	WG, Purchasing	<ul style="list-style-type: none"> <li>Circulate drafts for comment by email.</li> <li>Select <b>Review Committee</b></li> </ul>	Early Sept 2016
<b>WG Site Walk</b>	WG and City Staff leadership	<ul style="list-style-type: none"> <li>General discussion in preparation for hiring a consultant</li> </ul>	Sept 13, 2016
<b>Issue RFP/Q</b>	Purchasing	<ul style="list-style-type: none"> <li>Advertise for 4 weeks</li> </ul>	Mid Sept 2016
<b>Close RFP/Q</b>	Purchasing	<ul style="list-style-type: none"> <li>Circulate to Review Committee</li> </ul>	Mid October, 2016
<b>SHG Site Walk</b>	SHG, WG, Interested Parties, ...	<ul style="list-style-type: none"> <li>General discussion in preparation for hiring a consultant</li> <li>Unstructured on-site conversation</li> </ul>	Mid-Late October
<b>Select Consultant</b>	Purchasing, Review Committee	<ul style="list-style-type: none"> <li>Review proposals</li> <li>Interview teams</li> </ul>	Oct-Nov 2016
<b>Negotiate Contract</b>	Purchasing, PM, Legal	<ul style="list-style-type: none"> <li>Finalize scope and deliverables</li> <li>Establish PO and requisition internally</li> <li>Insurance from consultants, ....</li> </ul>	Early Dec 2016
<b>Consultant Kick Off Meeting</b>	WG	<ul style="list-style-type: none"> <li>Intros</li> <li>Background</li> <li>Site visit with consultants</li> </ul>	Mid Dec 2016
<b>Stakeholder Charrette/design workshop</b>	WG, SHG	<ul style="list-style-type: none"> <li>Participatory process of invited stakeholders and staff</li> <li>Process design subject to consultant recommendations</li> </ul>	Early Jan 2017
<b>Alternatives Development</b>	Consultants	<ul style="list-style-type: none"> <li>Up to 3 concept designs with planning level budgets developed based on Program Statement, WG and SHG input, and consultant vision</li> </ul>	Jan – Feb 2017
<b>Alternatives Selection</b>	WG	<ul style="list-style-type: none"> <li>Draft documents circulated by email for comment</li> </ul>	Early Feb 2017
<b>Alternatives Presentation</b>	WG, SHG	<ul style="list-style-type: none"> <li>Draft documents presented for comment and revision by WG and SHG</li> </ul>	Mid Feb 2017
<b>EDC Check in</b>	All	<ul style="list-style-type: none"> <li>Present Alternatives for comment</li> </ul>	Mid Feb 2017
<b>Public Forum</b>	Public, WG, SHG	<ul style="list-style-type: none"> <li>Introduce participants to the process</li> <li>Present background and Program Statement</li> <li>Present Alternatives for Comment</li> </ul>	Late Feb 2016
<b>Preferred Alternative Selected</b>	WG	<ul style="list-style-type: none"> <li>Summarize Public Forum and SHG input results</li> <li>Recommend Preferred Alternative to City Manager, with concept budget</li> </ul>	Early March 2016
<b>Economic Dev. Committee and Parks Commis.</b>	City Staff presenting to: <ul style="list-style-type: none"> <li>ED Committee</li> <li>Parks Commission</li> </ul> SHG and Public invited	<ul style="list-style-type: none"> <li>Present <i>Preferred Alternative and Phase I Findings</i></li> <li>Request direction to proceed with Preferred Alternative design development.</li> </ul>	Mid-late March

Phase II		Schematic Design and Estimates	
Task	Participants	Notes	Dates
<b>Preferred Alternative Refinement</b>	Consultants	<ul style="list-style-type: none"> <li>• Design services for landscape architecture, civil engineering, and marine design.</li> <li>• Informed by <i>Preferred Alternative and Phase I Findings</i>.</li> </ul>	March -April 2017
<b>Final Draft Review</b>	WG	<ul style="list-style-type: none"> <li>• Keep Workgroup informed by email.</li> <li>• Appoint <i>RFP Review Committee</i>.</li> </ul>	Late April 2017
<b>City Council Workshop</b>	All Participants invited by Email	<ul style="list-style-type: none"> <li>• Presentation of Preferred Alternative</li> </ul>	May 2017
<b>EDC Recommendation</b>	All Participants invited by Email	<ul style="list-style-type: none"> <li>• Vote Recommending Preferred Alternative</li> </ul>	June 2017
<b>City Council Public Hearing</b>	All Participants invited by Email	<ul style="list-style-type: none"> <li>• Vote adopting Preferred Alternative</li> </ul>	July 2017
<b>Phase III</b>	<b>Permitting, Construction Documents, and Funding,</b>		Funding Dependent
<b>Phase IV</b>	<b>Bidding and Construction</b>		